



California
Department of
Health Services

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Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

June 29, 2005

PPL No. 05-008

TO: Local Educational Consortia and
Local Governmental Agency Coordinators for
Medi-Cal Administrative Activities

SUBJECT: Notification of Local Educational Consortia/Local Governmental Agencies
Medi-Cal Administrative Activities Time Survey Training Change for Local
Educational Agencies Claiming Medi-Cal Administrative Activities

This Policy and Procedure Letter (PPL) is notification of a change in the time survey training requirement for Local Educational Consortia (LEC), Local Governmental Agencies (LGAs), and Local Educational Agencies (LEAs). For a participant to claim for an entire year, the time survey must be conducted a minimum three times per year. Please note the following changes to the time survey process:

- The LEA can average the time survey results of any quarter in a fiscal year. Only staff that have completed surveys in 3 quarters may be included in the averaging quarter. The LEA may only average one quarter per year. The averaging quarter cannot be chosen after surveys are completed. Completed surveys must be used for that quarter. If an LEA time surveys for a particular quarter, the LEA cannot choose to use the average for that quarter.
- All participants who time survey must participate in time survey training annually.
- If a time survey participant has never time surveyed, they must participate in the time survey training before the first quarter in which they survey.
- If a time survey participant has time surveyed previously, and they have completed the initial time survey training within the last fiscal year, and it is recorded in the audit file, the participant may complete the time survey training any time prior to the third quarter time survey period.

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- Starting fiscal year 2006/2007, the LEC/LGA shall be notified no later than the first day of May annually of the first quarter time survey period. For the second, third and fourth quarters, the LEC/LGA shall be notified 45 days before the beginning of the quarter
- The quarterly time survey periods will be randomly selected by DHS.

If you have any questions concerning this PPL, please contact Mr. Fred Chow, Chief of the Administrative Claiming Operations Unit, at (916) 552-9618 or by email at Fchow@dhs.ca.gov.

Sincerely,

Original Signed by Elizabeth Touhey

Elizabeth Touhey, Chief
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